

**ASSISTANT LIBRARY DIRECTOR  
(DEPUTY DIRECTOR)**

**847**

**DEPARTMENT:** Williamsburg Regional Library/Administration and Circulation

**NATURE OF WORK:**

Under the supervision of the Library Director, the Assistant Library Director (Deputy Director) serves as second-in-command of the Williamsburg Regional Library. The Assistant Library Director (Deputy Director) participates in preparing the annual Williamsburg Regional Library budget; is a member of the library's management team; and supervises the Bookmobile Director, the Library Services Director (Collection Services), and the Library Services Director (Program Services). As Circulation Services Director, the Assistant Library Director (Deputy Director) is also responsible for managing all circulation department operations and staff.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Performs duties of director in director's absence at director's discretion, including public relations, personnel, and budget duties.

Supervises and evaluates the heads of the following departments: Bookmobile Services, Collection Services, and Program Services.

Administers all functions of the library's check-out services, including hiring, training, scheduling, supervising, and evaluating staff for libraries in Williamsburg and James City County.

Assists director and finance director in preparing the annual library budget.

Keeps abreast of advances in technology, and plans for applications to improve and enhance library services.

Prepares monthly, statistical, and special reports; collects and analyzes pertinent data.

Improves the quality of library services through individual and general staff development by attending relevant meetings, workshops, training sessions, and visiting other sites.

Participates in library-wide planning and decision making as a member of the library management team.

Performs other duties as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Administers work typically sitting in an office and standing at a public service desk, with occasional walking, light lifting and other limited physical activities. Frequent sustained operation of office equipment is required. Regular contact is made with employees, government officials and staff, and the general public. Computer and other office equipment as required. The job occurs in the library buildings.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to plan, organize and administer a department.

Comprehensive knowledge of the principles, practices, and techniques of library services and personnel management.

Desire and ability to serve the public with friendliness, tact, and diplomacy.

Excellent written and oral communication skills.

Ability to work well under pressure. Ability to delegate work effectively.

Ability to set own priorities for work to be done, and meet deadlines.

Ability to establish and maintain effective working relationships with staff members, vendors, technicians, government officials and staff, and the general public.

**MINIMUM QUALIFICATIONS:**

Master of Library Science degree from ALA-accredited library school, or equivalent education and experience in related fields to provide necessary expertise. Minimum of three years of library experience, preferably in a public library. Supervisory experience required.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.

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Date: September 2001

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Assistant Library Director  
Department Williamsburg Regional Library

Position Number 847  
Division Circulation

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others: State and nation-wide library workers.
- ☐ Not essential to job function

## **2. Hearing/Listening:**

- ☐ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## **3. Reading: (ability to read and understand text)**

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function (space planning)
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse                         |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine   |
| <input type="checkbox"/> Use radio/console             | <input checked="" type="checkbox"/> Use hand tools (screw driver, scissors)                        |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools   |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>shelving, moving, and opening books, video cases</u> |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function   |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull					✓		✓		
Hold/Carry		✓						✓	

Manipulation done from: ☒ ground to waist    ☒ waist level    ☒ waist to shoulder    ☒ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

### Stairways

- ☐ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

### Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓			✓		
Sit					✓				✓
Walk									
Run									

If walking or running, over what type of terrain? ☐ flat    ☐ rough    ☐ both

Not essential to job function: ☐ Stand    ☐ Sit    ☒ Walk    ☒ Run (Check all that apply)

#### **4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### **Daily Amounts**

- ☐ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☒ Not essential to job function

#### **5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### **Daily Amounts**

- ☐ 0-5x      ☒ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### **6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)  
☐ Not essential to job function

#### ***VII. Driving:*** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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